

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. C-850

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Agency

Division/Unit

FREDERICK COUNTY GOVERNMENT

REGISTER OF WILLS

Item No.	Description	Retention
1.	<p><u>ACCOUNTING RECORDS</u></p> <p>This series includes all standard STATE accounting forms as well as other accounting media which provide supporting data for the special and general accounting records.</p> <p>Changes in records format will not necessarily require revision of the retention schedule. However, should the scope or content of a records series be altered, the schedule may be amended to reflect such changes.</p> <p>Each agency will use all or some of the following records which are governed by the indicated retention period:</p> <p>A. <u>General Accounting Records</u></p> <ul style="list-style-type: none"> Certificate of Deposit and Bank Deposit Slips Distribution of Charges Memorandum of Adjustments Monthly Report of State Funds Collected and Deposited <p>B. <u>Special Accounting Records</u></p> <ul style="list-style-type: none"> Reports of audits conducted by the Legislative Auditors Reports of audits conducted by persons or agencies other than the Legislative Auditors Books of Final Entry - General Ledgers 	<p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p> <p>Retain for ten (10) years then destroy.</p> <p>Retain permanently. Transfer to State Archives periodically.</p> <p>Retain permanently. Transfer to State Archives periodically.</p>

Approved by Department, Agency,
or Division Representative.

Date 02-12-98

Signature Virginia P. Fifer

Typed Name Virginia P. Fifer

Title Register of Wills

Schedule Authorized by State Archivist

Date FEB 22 1999

Signature Edward C. Papenfuss

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(Continuation Sheet)

Schedule No. C-850

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Item No.	Description	Retention
	<p><u>C. Budget and Fiscal Planning Records</u></p> <ul style="list-style-type: none"> Budget Estimates Budget Schedule Amendment Materials and Supplies Physical Inventory Report of Fixed Assets Report of Materials and Supplies Request for Position Action <p><u>D. Payroll Accounting Records</u></p> <ul style="list-style-type: none"> Employee Roster Card File Payroll and Check Register Payroll Exceptions Time Report Payroll Transmittals Payroll Warrants <p><u>E. Miscellaneous Accounting Records</u></p> <ul style="list-style-type: none"> Bank Books, Statements, and Deposit Receipts / Budget Papers and Work Sheets / Cancelled Checks, Check Copies and Check Stubs / Delivery Orders and Receipts Gas Withdrawal Tickets and Mileage Reports Memorandum Receipt and Property Condemnation Reports Paid Bills and Invoices Paid Bonds and Coupons Periodic Financial Reports to Local/State Agencies Receipt Copies and Stubs Receiving Reports Reconciliation and Trial Balance Sheets / Renewable Licenses Requisitions and Purchase Orders Stock Record Cards Time Sheets Withholding Tax Forms and Statements (Local, State, and Federal) 	<p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p> <p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p> <p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p>

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Item
No.

Description

Retention

F. Purchasing Records

Actual Emergency and Repairs Report
Copy of Contract Awarded
Credit Memorandum
Notice of Award of Contract
Out-of-Schedule Requisition for Supplies
Purchase Order
Report of Partial Delivery
Requisition for Supplies
(also Agency Interoffice Requisitions)

Retain for five (5) years and
until all audit requirements have
been fulfilled, then destroy.